LEAVENING COMMUNITY PRIMARY SCHOOL
'Together We Can'

Look and learn beyond the classroom | Have high aspirations and fulfil our potential
Care, share and belong | Lead, teach and learn with passion

LEAVENING SCHOOL GOVERNING BOARD **FULL GOVERNING BODY MEETING (virtual meeting)**		
Minutes of the meeting held on 26 November 2025 at 5pm on TEAMS		
Members Present	**Chair** - James Robinson (JR) (Parent Governor) (CofG) Elaine Phillips (EP) (Co-opted Governor) (VC) Emma Isaacs (EI) (LA Governor) Sian Mitchell (SM) (Headteacher) Jan Lomas (JL) (Co-opted Governor) Sue Schofield (SS) (Co-opted Governor) David Griffin (DG) (Co-opted Governor) Jane Price (JP) (Co-opted Governor)	
Apologies	Hannah Cooke (HC) – Staff Governor	
Absent No Apologies		
Also In Attendance		
Name Of Clerk	Laura Waites (LW) – NYC Clerk	
Vacancies		
School Vision And Values	• Look and learn beyond the classroom • Have high aspirations and fulfil our potential • Care, share and belong • Lead, teach and learn with passion	
Core Functions Of Governance	• Ensuring clarity of vision, ethos and strategic direction; • Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and • Overseeing the financial performance of the organisation and making sure its money is well spent.	

Colour coding Key – Highlighting Governor Core Functions / School safeguarding focus
Green – Safeguarding challenge question
Red – Performance / Strategic / Financial challenge question
Blue –Approval/decision taken

Item (Number)	Detail	Record Actions
Welcome (01.1125)	Meting started 5.06pm JR opened the meeting and welcomed all. The meeting was quorate.	
Apologies for Absence (02.1125)	Apologies were reported and accepted from HC	
Declaration of Interests (03.1125)	Governors confirmed they had no additional declarations to note for any item on the FGB meeting agenda.	
Confidentiality (04.1125)	Governors were reminded of the confidential nature of the meeting and that other people's views should be respected. It was agreed that any items to be confidential and excluded from the main minutes would be highlighted during the meeting.	
Any Other Urgent Business (05.1125)	EI arranged a brand new fridge and a good price, anyone who wished to contribute was asked to. HT thanked all for the contribution.	
Minutes of the last meeting (06.1125)	The Board confirmed the minutes of the meeting of 9 July 2025 and the meeting of 1 October 2025 were an accurate record of events and they were approved.	
Matters arising (07.1125)	Governors considered progress for every item on the action log from the last set of minutes and any other matters arising:	

	• Curriculum link roles – *it was agreed these would be discussed as they evolve with the new curriculum next year* • Governors strategic plan – *to be discussed with the SEA at the next meeting* • SIP SEF – *these were shared at the last FGB meeting* • Recruitment to parent governor vacancy – *it was agreed to leave this vacant for the time being as there is sufficient parent voice on the GB*	
Minutes of Committees (08.1125)	EP gave an update on the recent meeting of the finance committee and referred to the circulated budget monitoring summary report for October 2025. It was noted that the school was in a better financial and that a meeting has been held with the LA to discuss an action plan to address the budget deficit. A revised budget is being prepared with the aim of achieving a small surplus position. The budget is to be submitted to the LA by end of December 2025. Q - That is a slight change in the trend, what changed from the small overspend position. Is it due to the promising upturn in nursery numbers? A – The school roll is increasing and the nursery is helping with that. The school has also been making efficiency savings. The Chair also noted that marketing of the school at the next away in February 2026. Governors acknowledged the excellent leadership from the HT and the way she works to ensure all stakeholders are happy with the school. The Board agreed that the approval of the revised start budget be delegated to the Finance Committee in order to meet the submission deadline. Headteachers Performance Management Committee (HTPM)– DG reported that the HTPM committee met on 25 November to review the HT's performance and were very pleased with her overall performance. It had been a positive year with excellent progress and it was pleasing to see the HT looking outside of the school and sharing good practice. Q – Was there any feedback from the SEA A – The advisor agreed with our assessment Safeguarding – EI gave an update on her safeguarding governor meetings and noted there were no concerns to raise. The HT deals with everything as it should be dealt with and it is very quickly dealt with. Q - Has anyone brought any AI concerns up? A - No JL confirmed that SS is taking over as EYFS governor and has done a lot of work on it. Governors acknowledged the positive succession planning. SS is in KS1 once a week and this is giving her the insight she needs in school and an understanding of what the lead teacher is doing. HT thanked SS for her commitment. The Chair noted the support from governor monitoring and the strong staff governor collaboration in school. It was noted that staff are welcoming the collaboration and their professionalism shines through. There were examples given of how the governors were supporting curriculum areas.	

HT Report (09.1125)	The HT referred to the circulated Headteacher report and highlighted the following points: Curriculum review – HT gave a summary of the main highlights of the report for governors. The HT noted how the school wanted to evidence the expectations for the curriculum assessment review. Governors noted they can see where things to hone these are being identified and HT noted school is clear what the next steps are. Q - Are they going to do something about SPAG, is the curriculum going to be more focussed for this subject area? A - HT confirmed it would be and gave details. Pupil numbers - Nursery will have 16 (not all in at same time) and there are stable numbers across school. My Happy Mind – HT shared a presentation on this initiative with governors which is a national programme which the school is looking to trial. HT noted it involves a weekly lesson for all children that focusses on the working of the mind – teaching them how brains work. There is an opportunity for parents to be involved and there is staff CPD linked to it Q - Is that in relation to children or for staff? A -There are staff training sessions on what we are teaching the children and sessions for staff as well. HT gave examples of some of the content. Q - Who runs it? A – It is backed by the NHS and is a free resource. Part of the curriculum assessment review is a focus on personal development and life skills so now is a good time to bring this in. It has been discussed with staff. Sessions are for 20 mins and should not impact on the curriculum so going to give it a go. HT noted we have children with emotional needs and have a TA who supports children with emotional wellbeing. It is hoped it can help reduce the level of support needed in future. Governor noted it also leans into attendance and behaviour and could tie in with the school's focus on attendance. Q - When are you implementing it? A – It has already been started. SS was interested in knowing more and will discuss it with the HT, especially if it is being delivered to early years as part of the whole school approach.	
AI strategy and plan (10.1125)	The Chair referred to the circulate paper on the AI strategy and plan from the HT. Q - How do you see the action we need to have at end of meeting looking? A - Governor awareness of what we are trying to achieve; there are a number of issues, concerns and questions to be ironed out; we need to get agreement that this is something we need to move forward with as a school to have the necessary frameworks in place. HT also noted we need a use of AI approach that is non negotiable with clear backing from governors on the policy. HT noted Ofsted are asking about the use of AI and the impact assessment for it. There is a need for staff to be clear on what is acceptable and what is not in terms of which AI programmes are appropriate for the school and using them correctly.	

	Q - Do all staff know not to use AI and do they know the dangers? A - Yes they are aware. At this stage we are not talking about all the ways and all the things we can use. The Chair raised the need to consider Use of AI regularly in GB meetings. Q – Should we consider recruitment of someone who leads on AI linked to GB? A - HT recommends that there is a link between the role of Safeguarding governor and an AI steering group. **Action:** It was agreed that DG, JR and HT will be involved in a new AI steering group. **Action:** The Chair is aware of someone who could be asked to share details with the group and will arrange this with the HT	Chair
Safeguarding (11.1125)	Covered in HT report	
Health and Safety (12.1125)	There are no current issues from recent H&S walkabouts.	
Staffing Update incl staff wellbeing (13.1125)	HT confirmed it was reported in the Finance meeting that from January 2026 there will be 2 members of staff in nursery, 5 days a week and gave details. One TA has secured a job elsewhere and HT is to consider implications for the classroom in how we mitigate that together with financial concerns. There will be further discussion at the finance committee. Q – When will they be leaving? A - February 2026. Q – When does the child that is being supported move up to secondary? A – The child may stay on another year. This is to be confirmed by the LA. The staff member also supports other children and certain activities so HT is reviewing the school's needs more widely prior to any recruitment. EI left the meeting at this point. JL gave an update on staff wellbeing. She confirmed she meets with the HT and has been in school for wellbeing monitoring. From what she can see staff morale is very good given this is a long term. There is a very cohesive feeling. The Happy Minds proposal is excellent. JL sought governors views on a proposal to hold a healthcheck meeting every term with members of staff, and giving them a small staff survey to focus the meeting on. Meetings would be with the HT, JL and member of staff as a private session. **Action:** It was agreed to pilot the approach in Spring term and alternate between a termly F2F meeting and termly survey.	JL HT
Budget update (14.1125)	Covered above in Committee update	
Governor strategic plan (15.1125)	To be reviewed at the governor away day and / or put back until there is more clarity on the new Ofsted framework and priorities	
Governor Training (16.1125)	Safer recruitment - several governors have completed safer recruitment training. **Action:** If others want to do it they are to make arrangements with the school office. 27 November 2025 – webinar on new Ofsted framework **Action:** JR is attending and will share details at the away day	Govs JR

	JL noted it will be useful to get a better understanding of Ofsted. The new framework is much more strenuous in terms of assessment of collaboration. Safeguarding - Governors are fully compliant with all SG and prevent training and the SCR is compliant Other training: HT / JR are arranging for training on AI HT sends useful information through for those who feel they would benefit from it – there is no expectation that it needs to be completed	
Governor Monitoring Visits (16.1125)	JP referred to her circulated monitoring report following her English monitoring visit. JP noted she always looks forward to the monitoring meetings with the HT, the school was buzzing and everyone seemed really buoyant. The visit looked at English and intent, spelling, grammar and writing. The SDP and outcomes were reviewed. HT already had things in place and made adjustments where needed. A real strength is the Little Wandle approach in attainment and phonics. Data for early years KS1 and reception was strong. The visit also looked at SPAG and progress made since a previous meeting. A spelling resource (EDshed) was also reviewed. The Chair comment on the quality of the governor monitoring that is being done.	
Policy Review (17.1125)	None	
AOB (18.1125)	**AOB** Q - What is happing about Langton's nursery? Is this impacting on us? A – It is being monitored There was discussion about other local schools and the risks / impact of academisation. Governors were of the view that this not something that they wish to explore here at this time.	
Date of next meetings (19.1125)	10 February, 10am - Away Day, Burythorpe House 11 March, 5pm - FGB 8 July, 5pm - FGB	

Meeting closed at 6.48pm

Signed By **Date**

ACTION LOG

Item	Action	Person	Opened	Comments
1	Add item on discussion on curriculum link roles to next FGB agenda	Clerk	Oct 25	Discuss at future meeting
2	Add item on governor strategic plan to next FGB agenda	Clerk	Oct 25	Discuss at future meeting
3	Updated SEF / SIP to be brought to a future FGB meeting	HT	Oct 25	Done
3	Recruit to parent governor vacancy	HT	Oct 25	Agreed to leave vacant for now
4	Complete all safeguarding training	Govs	Oct 25	Done
5	Commence new AI steering group with DG, JR and HT Arrange with HT for AI specialist to share details with the group	Chair	Nov 25	
6	Pilot termly staff F2F meeting and termly survey from spring term	JL HT	Nov 25	